



## **Certification Renewal Checklist for The Joint Commission (TJC) Accredited Providers**

*Renewals are completed online within the Information Management for Providers (IMPROV) system.*

The website for renewal certification is:

<https://health.wyo.gov/behavioralhealth/mhsa/certification/renewal-certification/>

*A new Provider Validation Number (PVN) is required to enter the renewal process. At approximately two months prior to current expiration date, if you have not received a “noreply.wdh” email containing your new PVN, please contact the Certification Program Manager, Behavioral Health Division (Division), at [wdh-certification@wyo.gov](mailto:wdh-certification@wyo.gov) or 307-777-5253.*

*Please add the email "noreply.wdh@wyo.gov" to your safe contacts list. Please notify us at any time you have demographics changes and we will update your IMPROV profile.*

Your program is certified and renewed based on successful Joint Commission accreditation. The following supporting documentation will be required to be uploaded in IMPROV or emailed directly to the certification program manager:

- ☐ Copy of your current **The Joint Commission Accreditation Quality Report and any applicable letters or documentation supporting ongoing accreditation by level of service/programming**. Per Wyoming Standards, Chapter 2, Section 3 (d) (i), *Applicable portions of the national accredited report by level of service that are congruent with these rules will be accepted in lieu of reviewing documentation for compliance with these rules.*
- ☐ In between triennial surveys, please submit a copy of proof from the provider's Joint Commission site showing a completed status of your most recent annual **Intracycle Monitoring (ICM) Focused Standards Assessment (FSA) tool** having been submitted to TJC.
- ☐ Copies of any **Plan of Action (POA), if applicable**; please include identification of **Measures for Success (MOS)**, if required by TJC.
- ☐ Communication of **administrative issues and significant events**, if applicable.

*Accreditation survey dates and subsequent reporting timeframes may require collaborative efforts. If coordination is required please notify the Division as soon as possible prior to certification expiration. Documentation to support extension of expiration dates will be required.*